

PETITION FOR A SPECIAL USE PERMIT



City of Battle Creek, Michigan Department of Planning and Community Development

Petition No. _____

Please read instruction on reverse before completing this form.
If additional space is required, attach a separate sheet.

The City Commission of the City of Battle Creek, Michigan

Honorable Mayor and City Commissioners:

I / We, the undersigned owner(s) of the property described below and indicated on the attached site plan, do hereby petition for a Special Use Permit under the provisions of Chapter 1290, "Special Uses and Land Development", of the Planning and Zoning Code of the City of Battle Creek, to permit this property to be used exclusively as indicated below.

Legal Description of Property: _____

Present Use of Property: _____

Proposed Use of Property: _____

Reasons why petitioner feels that a Special Use Permit should be granted: _____

Present Zoning Classification: _____ District. _____

Property Owner(s) _____ or Agent _____ (Check one)

Name _____

Name _____

Address _____

Address _____

Telephone _____ Fax _____

Telephone _____ Fax _____

Signature _____

Signature _____

FOR OFFICE USE ONLY

Date Petition Received: _____

Petition Fee Received: _____

Received By: _____

Planning Commission Recommendation:

Approve _____ Deny _____ Date _____

City Commission Action:

Approve _____ Deny _____ Date _____

Resolution No. _____

INSTRUCTIONS FOR FILING A PETITION FOR A SPECIAL USE PERMIT

This petition must be accompanied by the following:

1. Payment of a non-refundable **\$600.00** Petition Fee.
(Make Checks Payable to: City of Battle Creek)
2. An affidavit authorizing an agent to act on behalf of the owner if the petitioner is not the owner.
3. One copy of a site plan, drawn to scale.

The site plan should show all of the following:

- A. Location of all buildings and structures on the property;
- B. Location and number of parking spaces provided;
- C. Proposals for dealing with drainage on the property;
- D. Location of all utilities;
- E. Anticipated traffic circulation patterns; and
- F. Design techniques to be employed to protect adjoining property owners including landscape plantings, bermes, grading, fences and other methods of screening.

Consideration should also be given to the storage of refuse and the provision of other amenities and facilities for the development (recreational areas, sidewalks, etc.)

When completing this form, please supply the most complete information possible relating to the existing and proposed use of the property. For example, if the property is residential, please give the number of units; if it is commercial or industrial, give the type of business or industry.

While not required, it would be advisable that the petitioner consults with a member of the Planning Department staff prior to submitting this petition. If assistance is required, please call: (269) 966-3320

It is always advisable that you contact the most immediately affected adjacent property owners prior to submitting this application. You may be able to minimize concerns that would otherwise be raised at a Public Hearing.

The completed petition form and the petition fee should be forwarded to: Planning & Community Development / 77 E. Michigan Avenue, Ste 204 / Battle Creek, MI 49017

***** **IMPORTANT NOTICE** *****

INASMUCH AS WE MUST PUBLISH A NOTICE OF THE PUBLIC HEARING ON THIS SPECIAL USE PERMIT, AND MAIL NOTICES TO ALL PROPERTY OWNERS WITHIN 300 FEET OF THE PROPERTY; THIS PETITION SHOULD BE SUBMITTED PRIOR TO THE PETITION DEADLINE DATE FOR THE MONTH AT WHICH YOU WANT THE PETITION TO BE CONSIDERED. THE PLANNING COMMISSION MEETS ON THE FOURTH WEDNESDAY OF EVERY MONTH, (4:00 P.M., AT 10 N. DIVISION, ROOM 301, COMMISSION CHAMBERS, CITY HALL). **NOTE: MONTHLY MEETING DATES & PETITION DEADLINE DATES ARE AVAILABLE ON OUR WEB SITE: WWW.BATTLECREEKMI.GOV**

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Conditions Imposed with Approval:
